

SECRET*Contact Division, OO folder**see especially entries marked, below*

H. P. C.

23 May 1957

25X1A

MEMORANDUM FOR RECORD

SUBJECT: List of OO's Central Records, 1953-54, Thus Far Retired to CIA Records Center.

REFERENCE: Historical Staff "List of Selected Historical Records in OO (Central Records, only), 1953-56" (memo of 3 May 1957, Secret)

1. Most of OO's records for 1953, and a few of them for 1954, are by now on deposit at the CIA Records Center, along with many significant files going back to OO's beginnings in 1946. Conversely, most of OO's records for 1954, and virtually all of them for 1955 and 1956 are still on file, as current records, in the office of the AD/OO, except for those that may by now have been destroyed as "temporary" files.

2. On deposit are the early parts of three of the six major OO series which were recently selected by me as of historical value to us (see reference memo, above). They are as follows, numbered to correspond to the series numbers in OO's "records control schedule" dated March 1955:

1. AD/OO's "Subject File," 1946-54. About ~~8~~ linear feet (only) retired to the Records Center in two accessions, or jobs: job 55-134 (in March 1955); and job 56-425 (April 1956). The material for 1953-54 totals probably less than 2 feet in volume, but apparently contains the basic historical documentation on OO for 1953. I have selected the correspondence and reports folders for 1953-54 (only), which appear to be most promising for the 1953-56 history; see attached list. They are all "permanent" records.

SECRET

SECRET

5. OO "Budget Officer's Files," 1947-53. 1 linear foot. Retired as job 55-126 (March 1955). A list of the OO budget estimates, financial reports, etc., for 1953 (only) is attached. These are "permanent" files. (There are also a number of related financial records in series no. 1, above.)
6. OO Chrono File, 1953-54 (only). About 1/2 linear foot. Retired as part of job 56-425 (April 1956), and divided into 9 folders as follows: Jan.-Feb. 1953; March-May 15, 1953; May 16-July 15, 1953; July 16-Sept. 30, 1953; Oct. 1-Nov. 15, 1953; Nov. 26 (sic) to Dec. 31, 1953; Jan.-April 1954; May-July 1954; and Aug.-Dec. 1954. Unlike most CIA chrono files, this one is regarded by OO as a "permanent" file, not to be destroyed.

o/c | 3. In subject matter these files cover OO's activities generally, including those of the Contact Division, FID, [REDACTED] the Soviet Staff, STATSPEC and OO's field activities in continental U. S. and overseas. In addition to the above-listed records, there are also certain retired records of OO's divisions, on deposit in the Records Center, bearing on the 1953-56 history. These, too, are being listed, but in separate Historical Staff memoranda.

4. The Historical Staff's access to these OO historical records is governed by the Records Center's normal operating procedures, whereby all requests are cleared in advance with the office of origin. The Records Center's normal contact in OO, for this and related records-management matters, is [REDACTED]

M. P. C.

Attachments:

- 1st of AD/OO "Subject File" Folders, 1953-54
- 1st of OO Budget Officer's Files, 1953

SECRET

SECRET

Distribution in HS working files:

- Orig. - "OO" folder
- cc. - "Records Center" folder
- "Sevnet Staff, OO" folder
- "PDB/OO" folder

██████████
"Contact Division, OO" folder ✓

Copies of attached lists (only) filed also under DD/I, DD/S, and IAC.

STATSPEC

SECRET

23 May 1957

E. P. C. - [REDACTED]

AB/00 "Subject File": List of Selected Correspondence and
Reports Folders, 1951-56

25X1A

(on deposit in CIA Records Center)

Note. Selected below are those correspondence, reports, minutes, and directive files of 00 that relate specifically to the 1951-56 history. These have been selected from the 00 shipping lists that accompanied the records when they were retired to the Records Center, and probably total about 2 linear feet; out of a total shipment of some 9 feet. All except the "monthly reports" were retired as part of accession or job no. 56-425 (April 1956), and should be cited as such when they are borrowed, in order to expedite service. The monthly reports, marked with an asterisk (*) are from an earlier shipment: job 55-134 (March 1955). The items listed below have all been re-arranged, in the list below, to make them more meaningful for historical purposes. Several side headings have been added to that end. The folders themselves are all given in quotation marks, to facilitate references, and are followed by the inclusive dates, also taken from the shipping lists. In many cases there are also comparable records for the earlier period of 00's history, 1946-52, but these have been ignored, in the listing below, except when they appear in the same folder for 1953 or 1954.

Administrative and "housekeeping" subjects:

- "Personnel, General," 1951-53
- "Personnel, Military," 1947-53
- "Consultants," 1946-53
- "Employee Suggestions," 1952-53
- "Career Service Activities," through 1952
- "Career Service Activities," 1953
- "Career Service Activities, Monthly Report," through 1953
- "Task Force Report on Career Service for Women," 1953-54
- "Legislative Task Force on Career Service," Oct. 1953-March 1954
- "CIA Indoctrination Course," 1947-55 (sic)
- "Contact Division Field (Training) Program," April 1948-Oct. 1953
- "Training, General," 1953
- "Rescinded T/O's, GAD/O and Sovmat," 1947-53
- "Rescinded T/O's, CH/O," 1951-53
- [REDACTED] 1947-53
- "Rescinded T/O's, P/O," 1947-53
- "Monthly Financial Reports," June 1950-June 1954 ("except calendar year 1953," which was retired to Records Center in March 1955)
- "Security, General," 1950-53
- "Identification Credentials," 1947-53

00/c

00/c

STATSPEC

00/c?

SECRET

Approved For Release 2001/09/07 : CIA-RDP84-00161R000100130001-5

- *Commendations," 1946-53
- *Communications," 1946-53
- *Supplies, Equipment, and Services," 1946-53
- *Transportation," 1947-53
- *Travel and Entertainment," 1946-53

Issuances of OO and of CIA:

no issuances by oo/c??

- *Comments on Agency Issuances," 1953
- *[redacted] 17 Jan. 1951-26 Aug. 1953
- *FIB Issuances," 20 Jan. 1947-2 Sept. 1953
- *Drafts, NSCID-16, on Foreign Language Publications," 30 Oct. 1947-23 Dec. 1952

Progress Reports: (for reports on administrative subjects, see above)

- *OO Annual Progress Report," 1953
- *OO Monthly Progress Reports," 1953*
- *Secret Monthly Progress Reports," Oct. 1950-Dec. 1953*
- *Contact Division Monthly Progress Reports," 1953*
- *[redacted] Monthly Progress Reports," 1953*
- *FIB Monthly Progress Reports," 1953*
- *Daily Operational Report (Items for the Director's Log)," Feb. 1951-May 1953
- *[redacted] " 1953
- *Field Trip Reports," 1951-53
- *Liaison Reports," 1953
- *Special Reports for Agency Officials," 1947-53
- *IAC-N-55," 1953 (semi-annual report by DCI to SEC; this folder probably contains OO's contributions to that report?--N.P.C.)
- *IAC-PR-21 through IAC-PR-35," 1952-53 (IAC progress reports on all IAC-sponsored projects in progress, roughly on a monthly basis; other sets are in Executive Registry, OMS files, etc.--N.P.C.)

Minutes:

- *OO Staff Meeting Minutes," 1953 (also other folders on earlier years, 1947-53 incl.)
- *Minutes of IAD Meetings," 26 Feb. 1952-24 July 1953 (that is, meetings of the Intelligence AD's, presided over by the AD/I.--N. P. C.)
- *Minutes of DCI Meetings," 2 Dec. 1950-1 June 1953 (this may be the mimeographed summaries of the DCI's "Staff Conference" for this period; another set is also on file in Executive Registry.--N. P. C.)
- *Minutes of CIA Career Service Board (1st through 35th--"final"), 26 Aug. 1952-30 June 1954
- *Minutes of OO Career Service Board," 15 Sept. 1952-23 Dec. 1953
- *IAC-N-86 through IAC-N-135," 30 Oct. 1952-29 Dec. 1953 (probably

Approved For Release 2001/09/07 : CIA-RDP84-00161R000100130001-5

SECRET

SECRET

Approved For Release 2001/09/07 : CIA-RDP84-00161R000100130001-5

the printed IAC minutes, sets of which are also on file
in Executive Registry and other registries.—H. P. C.)
(Minutes of) "Subcommittee on Exploitation of Foreign Language Publications," 1953

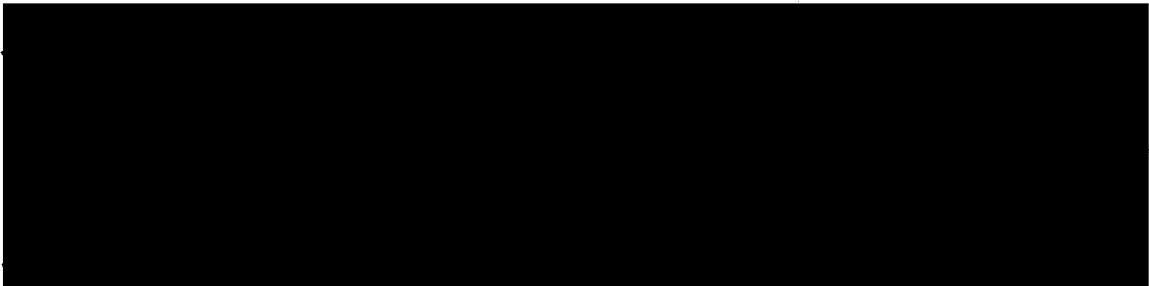
STATSPEC



ILLEGIB

Correspondence, reports, and memoranda on other subjects:

oo/c
oo/c
oo/



oo/c field
office-

Distribution in HQ working files:

- Orig.- "OO" folder
- cc. - "Records Center" folder
- "Secret Staff, OO" folder
- "Contact Division, OO," folder

- "OO/S" folder
- "IAC" folder
- "ID/I" folder

ILLEGIB
STATSPEC

SECRET

SECRET

25X1A

23 May 1957

M. P. C. [REDACTED]

OO Budget Officer's File:
List of Selected Folders, 1953

(on deposit in CIA Records Center)

Note. The following folders (in volume probably less than 1/2 foot) are part of a larger file (1 foot in all), dating back to 1947, belonging to OO's budget officer and now retired by OO to the CIA Records Center, as accession or job no. 55-126 (March 1955). The selection below, made from OO's shipping list, is confined to those of possible research interest for the 1953-56 history, but there are comparable folders, as well, for the earlier period 1947-52. The later folders, 1954-56, presumably remain on file in OO. (For other financial records of OO's activities for 1953-56, see especially the "monthly financial reports" of OO, in the AD/OO's "Subject File," as well as some of the other "housekeeping" correspondence in that file.) The files below are regarded by OO and the AD Staff as "permanent" records, according to the latest "records control schedule" for OO (dated March 1955); see entry for series no. 5, of which the folders below form a part.

"Budget, General," 26 May 1949-24 Nov. 1953

"OAB/O and Sovmat Budget Estimates," Fiscal Years 1949-53"

"Contact Division Budget Estimates," FY 1953

"FED Budget Estimates," FY's 1952-53

"Advice of Allotment Authorization (AD/O, Sovmat, and FED),"

3 July 1951-23 Sept. 1953

"Advice of Allotment Authorization [REDACTED] 3 July 1951-18 Dec. 1953" SI9513 SPEC

"Advice of Allotment Authorization (Contact Division," 3 July 1951-18 Dec. 1953

"Monthly Financial Reports," calendar year 1953 (for OO's 1954 reports, see AD/OO's "Subject File," retired separately to Records Center as part of job 56-425, April 1956)

Distribution in RS working files:

Orig. - "OO" folder

cc. - "Records Center" folder

"Sovmat Staff, OO" folder

"Contact Division, OO" folder

"FED/OO" folder

"AD/S" folder

SECRET

SECRET

Contact Division, OO folder (1953-56)

M. F. C. [redacted] (J June 25X)1A
23 May 1957

OO Soviet Staff's "Subject File":
List of Selected Correspondence and Reports Folders, 1950-53

(on deposit in CIA Records Center)

Note. The 30 folders below, dated generally "1950-53" are as listed when retired to the CIA Records Center in Aug. 1956 (as part of accession or job no. 57-51). They comprise probably less than half of the pertinent files for 1953, and probably less than a fifth for the whole period 1953-56. They nevertheless appear to contain items of special historical value. For further summary and evaluation of this series as a whole, see Historical Staff memoranda on Soviet Staff records, dated 3 May 1957 and 23 May 1957.

- | | | |
|--|--|-------|
| 1. "Old Items Control, SN/101-1132" | 16. "Trips" (domestic? see no. 17) | |
| 2. "Accounting" | 17. "Europe Trips" | |
| 3. "AEC Correspondence" | 18. "JSMIC History (1)" | |
| → 14. "Contact (Division?) Correspondence" | 19. "JSMIC History (2)" | |
| 5. "FI Correspondence" | 20. "JMIA Regulation" (1951?) | |
| 6. "JCS Correspondence" | 21. "JMIA Sources and Capture" | |
| [redacted] | 22. "Soviet History" | |
| 9. "ISS Correspondence" | 23. "Financial Vouchers" | |
| 10. "OO Correspondence" (with AD/007) | 24. "Treasury" (Dept?) | |
| 11. [redacted] Correspondence" | 25. [redacted] (Foundation?) | 25X1A |
| (other than [redacted] program?) | 26. "Fair Study" (international | |
| 12. "OSI Correspondence" | fairs?) | |
| 13. "Shipping Correspondence" | 27. "General Council" (sic: Office | |
| 14. "State (Dept.?) Correspondence" | of General Council?) | |
| 15. "State (Dept.?) Finance" | 28. [redacted] Program" (of OMR?) | 25X1B |
| | 29. "HATO" | |
| | 30. [redacted] Evaluation" (evaluation | 25X1C |
| | of [redacted] reports?) | 25X1C |

Distribution in HS working files, 1953-56:

Orig.--"OO" folder

cc. in following folders: Records Center; Soviet Staff, OO;
OMR; OSI; OGC; Contact Division, OO; AEC; JCS; JMIA; JSMIC;
State Department; and [redacted]

25X1C

SECRET